

Rural Utility Business Advisor (RUBA) Program
CFDA Number 66.606
Department of Community and Economic Development
Program 20

I. PROGRAM OBJECTIVES

The Mission of the Rural Utility Business Advisor Program is to provide business and utility management advice, training, and technical assistance to city and village governing bodies to ensure sustainable sanitation services and protect the health of residents.

The program includes federal money in the form of a grant from the EPA, as well as State of Alaska match money.

II. PROGRAM PROCEDURES

There are no specific statutes or regulations governing the administration of the program. Each community that is accepted into the RUBA Program signs an Assistance Agreement in which the City Council agrees:

- A. To ensure Council staff is available when RUBA staff travels to the city.
- B. The Council will submit to the RUBA program upon request, a copy of the current monthly financial report, copies of completed payroll tax coupons, and photocopies of tax payment checks.
- C. To allow RUBA staff access to all of the Council's non-confidential records and files including ordinances, policies and procedures, financial records (including monthly financial reports, tax reports, payroll journals, cash receipt journals, cash disbursement journals, bank statements, computer software records (i.e., Quicken, QuickPro, QuickBooks, etc.), and correspondence files.
- D. To meet with RUBA staff to develop a work plan based on the written assessment done by the RUBA staff and present to the Council.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

The contract between DCED and US EPA contains the requirements and limitations for the federal program receipts. The State funded portion of the RUBA Program follows the statutes and regulations governing the administration of all State programs.

A. TYPES OF SERVICES ALLOWED AND UNALLOWED

Services to communities challenged with operation, managing and financing sanitation services are allowed and required by the program funding requirements. These services include on-site technical assistance, workshop training and management advice.

Suggested Audit Procedures

- Review agreed to work plans for RUBA communities for types of services provided by RUBA staff. Also review quarterly reports of activities that are sent to US EPA.

B. ELIGIBILITY

Any community or municipality may request assistance through this program. The level of assistance and advice is most appropriate to smaller communities with little experience in operating, managing, or financing sanitation services.

Suggested Audit Procedures

- Review list of communities receiving RUBA assistance. Review list of communities with RUBA technical assistance agreements.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

No match money is required by applicant communities. However, an agreement is signed before technical assistance is provided that requires a local level of effort at solving management problems.

Suggested Audit Procedures

- Review agreements with communities and identify local contributions to accomplishing work tasks.

D. REPORTING REQUIREMENTS

The US EPA Grant Agreement specifies that DCED will submit quarterly progress reports describing progress on work tasks. Periodic financial billings and reports are sent to US EPA by DCED, Division of Administrative Services.

Suggested Audit Procedures

- Review the quarterly reports provided to US EPA and compare reported progress with grant work tasks and schedule.

E. SPECIAL TESTS AND PROVISIONS

Not applicable to the RUBA Program.

Modified 5/00